Information Technology ADVISORY BOARD

APRIL 28, 1999
MEETING MINUTES

ATTENDEES:

Jim Roggero, Chair	Mike Backer	Rick Beckwith
Mike Benzen	Matt Blotevogel	Mark Brothers
Carolyn Cook	Lew Davison	Jill Hansen
Russell Helm	Don Lloyd	Tim Marshall
Tim Marshall	Bill Perkins	Paul Peterson
Rex Peterson	Steven Phillips	Jim Poole
Tom Robbins	Betty Rottmann	Mike Salem
Frank Schonhardt	Ron Thomas	Mike Wankum
Debbie Wells	Chris Wilkerson	Mary Willingham
Paul Wright		

REMARKS

Jim Roggero opened the meeting at 8:30 a.m.

PRESENTATION

1.	Personnel Subcommittee Recommendation on Protocols for Recruiting and Hiring Employees from within Missouri State Government (Jim Poole)

Jim Poole gave a presentation on the Personnel Committee's recommendation for hiring state employees from other agencies. The Committee recommended the following protocols:

(1) It is inappropriate for an agency to actively solicit an IT employee from another agency, and

(2) Lateral transfers from one agency to another are an acceptable means of improving an employee's career opportunities as long as the employee's salary is not increased in the process.

The group discussed these recommendations, but were unable to agree on the issues relating to the second protocol. Several members questioned the fact that an employee could not make a lateral transfer from one agency to another and receive a salary increase. The employee could only receive a salary increase if the transfer was a promotion. Rich Beckwith was concerned this type of policy would push more employees into the private sector. Several believed this item would create ill feelings among state employees. As the starting salary for similar positions among state agencies vary, this would be an additional disadvantage. Supporters of this protocol stated that salary differences could be adjusted after the employee was on board at the agency. Lyndon Mote stated he agreed with the principle of the second item, but not the wording out of fairness to the employees. Chris Wilkerson stated the purpose was not to limit employee progression. Jim Roggero suggested splitting the protocols into two separate issues so that the committee could address each item separately; the group agreed.

ACTION ITEMS

1.	Personnel Subcommittee Recommendation on Protocols for Recruiting and Hiring Employees from within Missouri State Government

(1)   It is inappropriate for an agency to actively solicit an IT employee from another agency.

Steve Phillips made the motion to accept this protocol; Rich Beckwith seconded the motion. This protocol was approved unanimously.

(2)   Lateral transfers from one agency to another are an acceptable means of improving an employee's career opportunities as long as the employee's salary is not increased in the process.

A vote was taken of the ITAB members to determine the outcome of this issue. Seven members voted for the protocol; nine members voted against the protocol. The protocol was defeated.

Jim expressed appreciation to the committee members for all their efforts.

2.   Approval of the ITEAC Committee Mission/Goals

Jim asked if there were any comments or suggestions relating to the ITEAC Committee Mission/Goals that were previously distributed; there were none. Steven Phillips made the motion to accept the updated mission/goals; Jill Hansen seconded the motion. The mission/goals were approved unanimously.

3.   Approval of the February 24, 1999, Information Technology Advisory Board Meeting Minutes (Previously Distributed)

Jim asked for any additions, deletions or corrections to the minutes of the last meeting; there were none. The minutes of the February 24, 1999, ITAB Meeting stand approved as written.

GENERAL BUSINESS

1.   CIO Update

Mike Benzen stated the strategic planning process had been initiated and a second meeting is scheduled within the next couple weeks. The group has begun gathering other state's strategic plans to assist with this process. He plans to have a plan to submit to this group by the end of the summer.

2.   Project Management Update

Mike distributed an update on Project Management to the group for its review. Jim stated that participants in this course met and discussed the quality of the classes thus far in the program. The bottom line is that is the course is very valuable but does need some fine tuning.

3.   SAM II Update

There was no update on SAM II from OA. Jim asked if the group had any comments to present to this group on SAM II. Betty Rottmann stated she originally understood they would be allowed to take an extract from the data warehouse and load it on their system to use their own reporting tool. She has heard that option may no longer be available. She asked if any other agencies had planned to do the same thing as they do not want to buy another tool and support it. Jim Poole stated that he had read that only two people would be allowed to go against the statewide database, which forces the agencies to have their own system. Frank Schonhardt stated that they had met two weeks ago with the data warehouse people. They provided table definitions and did not have a problem with them getting daily, weekly or monthly extracts through the data warehouse. Shelly Adams was his contact. Mike stated that OA has the budget to run the system. He suggested that OA pay for the normal transactions but queries on the data warehouse should be paid for by the agencies. OA is concerned with any unanticipated costs. Jim Roggero asked Frank to verify this information with Jim Schutt. A separate meeting will be scheduled to discuss these technical issues. Jim requested that a SAM II representative plan to attend the next two or three ITAB meetings to answer questions and provide status updates. He also recommended that each agency ensure a representative is attending SAM II meetings/technical updates.

ACTION REQUIRED: Jim to set up a SAM II meeting to discuss these items.

4.   Architectural Standards Update

There was no update given on this item.

5.   Year 2000 Update

Mike Benzen reported that the Coordinating Board for Higher Education and the House of Representatives are 100 percent complete and back in production. He distributed the Y2K progress reports. He stated there were three areas of responsibility for the state: (1) state agencies, (2) the areas we regulate, i.e., insurance companies, banks, utilities, and (3) outreach to the public. He encouraged the agencies to complete this project by June as the Governor's Office is anxious to move on to other issues. Public concern appears to be growing so the outreach program will be very important in increasing public confidence. Central Bank is hosting a media event on May 5th with local banks and utilities to ease concerns with the Year 2000. Last week over 200,000 pieces of Y2K outreach material was sent out..

Concerns were expressed that the report reflects only mainframe systems and not the networks. Mike stated that originally networks did not appear to be a large problem. He will look into developing an accounting of the status of network compliance.

6.   Data Center Consolidation Update

There was no update given on this item.

7.   Prime Vendor Update

There was no update given on this item.

8.   Information Technology Education Advisory Committee Update

Bill Perkins informed everyone that Tom Robbins had hosted an open house last Friday for the training managers. At the May meeting, ITAB will participate in an open house. At the last ITEAC Meeting, the group worked on the charter for the steering committee for this group and how it will be funded. This plan will be presented after the tour at the May meeting. Jan Grecian will arrange a bus to transport everyone to the facility. The ITAB Meeting will still begin at 8:30 a.m. and depart for the facility at 9:30 a.m.

9.   Aspire RFP Update

Jim Roggero stated that the RFP has gone out for bid. Gloria Thompson is looking for individuals

to serve on a selection committee. If anyone is interested, they should contact Gloria at 751-4377.

10.   Internet/MOREnet Update

There was no update given on this item.

11.   Internet Support and Service Update

Debbie Wells invited everyone to attend a MOREnet presentation on May 5th at 1:30 in Room 490 of the Truman Building. She also stated she had sent out a message on Internet fees for FY2000 and asked that if anyone had questions, they could contact her.

12.   Statewide Purchasing Update

Betty Rottmann stated that the IT consulting contract is getting ready to go on the street. Jim Poole stated that the PC and AIS portion of the SAS contract is finished. Matt Blotevogel stated his agency was pulling out of this contract.

13. Personnel Committee Update

Joyce Backes stated the Fasttrack training will start in May as scheduled. The IT coalition group met in April and plan to do a student teaching planning effort in may. The job fair was very successful this year. Paul Wright stated that last year they had worked with CMSU to bring in students for one week and have them work as an IT professional. They received a lot of positive responses from this project. Each student is sponsored by a private organization. Six students will be sponsored this year. The students received high school credits for their participation. They also have a better understanding of the IT field. Jim Roggero thanked Paul Wright for all his efforts in this activity.

Steve Phillips inquired about the CIT Manager classification status. Joyce Backes stated the

reason this title was not put in place is because it is expected to be broad banded. Jim that he

would discuss this with Steve and Joyce. Action on this item may need to be generated through

the Personnel Committee.

ACTION REQUIRED: Jim Roggero, Steve Phillips and Joyce Backes to discuss the CIT Manager

position.

14. Assistive Technology Update

Bill Perkins stated that Revenue was involved with the pilot project of working to resolve problems with technology having the same access for handicapped as other individuals. Some state government telephone systems would hang up before a connection could be made with Missouri Relay. Bill hopes to have this issue resolved within a couple weeks. The proposal includes a clause at the beginning that states if the caller is calling from a rotary phone or helping a hearing impaired person, to dial zero. Originally, this was not acceptable because their policy was the relay operator must be transparent and cannot take action on behalf of the person. If the negotiation is successful, this will be reported on at the May meeting and other agencies can then use the same method.

REPORT OF PLANNED/ACTIVE BIDS

There were no reports of planned/active bids.

REVIEW OF ACTION ITEMS

1. Jim Roggero, Steve Phillips and Joyce Backes to discuss the CIT Manager position.
2. Jim will set up a SAM II meeting to discuss items stated in paragraph three.

OPEN DISCUSSION

1. OIT Strategic Planning Update

This item was covered in the CIO Update.

2. Review of ITAB 1999 Goals

Jim Roggero stated he had received some input on this topic. He will include these and any more

that he may receive in a document for discussion at the May meeting.

3.   Committees/Structure (Jim Roggero)

   a.   Digital Media Developers Group (DMD)

This item will be placed on the agenda for discussion at next month's meeting. The group meets the first Thursday of each month in Room 500 of the Truman Building. Kirk Keller introduced himself as the current chair of this committee.

   b.   State Government Lotus Notes Users Group (SGLNUG)

   Chris Wilkerson introduced Mark Brothers as the current chair of this committee. If anyone has

   any questions on this committee, they may contact Mark at 526-5506. This item will be placed on

   the agenda for discussion at next month's meeting. The group meets the first Friday of each

   month in this same meeting room. He noted that since the first Friday in May is a holiday, the

   group will meet on the 14th.

   c.   Internet-working Technical Group

   Jim stated the Internet-working Technical Group has disbanded as of April 16th. The purpose of the group was to look at various network issues. These issues are being addressed by other groups; therefore, this group is no longer needed. Some members of ITAB expressed concern that this would eliminate a sanctioned networking group. Carolyn will update the list of subcommittees. This list will be reviewed at the next meeting to ensure that all areas are being addressed in the other groups. Bill suggested adding a subcommittee on electronic commerce. Chris suggested that the chair of these committees should attend the ITAB meetings.

 NEXT MEETING

1.   The next ITAB Meeting is scheduled for **Wednesday, May 26, 1999**, at 8:30 a.m. in the Interpretive Center of the Kirkpatrick State Information Center.